Illinois Department of Revenue

INFORMATIONAL BULLETIN

April 1990

+ REOUIREMENTS FOR COMPUTER-GENERATED TAX FORMS

+---+

|TO: |TAX PRACTITIONERS +---+

If you wish to use computer-generated forms, you must obtain our permission to do so, and your form must meet our requirements.

WHAT ARE THE REOUIREMENTS FOR COMPUTER-GENERATED FORMS?

Your computer-generated - have the same form must look like our form and must

- contain the same information as our form
- include the "official-use" areas of the same size and in the same locations as those on our form
- have the information for sales tax arranged in the same sequence as that on our form
- contain the same entries on each page as those on our form

- contain the same subtotals for each page as those on our form
- have the grand total in the same location as that on our form
- contain the liability paper of similar period in which the tax is due in the same location as that - white paper on our form
- location for identification numbers as that on our form
 - for income tax forms, the federal employer identification number (FEIN) or Social Security number (SSN)
- forms, the Illinois Business Tax (IBT) number
- contain the bar code in the same place and in the exact format we use on our form

Also, you must include any changes that we make to our form in the future.

WHAT KIND OF PAPER MUST I USE?

Your form must be printed on

- the same size paper as our form
- weight as our form

HOW DO I OBTAIN PERMIS-SION TO USE MY FORM?

To obtain permission to use your form, send a copy of your form to the address located at the bottom of this bulletin.

QUESTIONS?

If you have questions or need more information, please call or write us. Our address and telephone numbers are listed at the bottom of this bulletin.

FOR CALL: 1 800 732-8866 or 1 217 782-3336 INFORMATION

WRITE: Illinois Department of Revenue
